

GAIN: THE BRIDGE TO INDEPENDENCE

TABLE OF CONTENTS

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

910	<u>OVERVIEW</u>
911	<u>KEY POINTS</u>
912	<u>POLICY</u>
.1	<u>Definitions</u>
.11	<u>Education</u>
.111	<u>Basic Education</u>
.112	<u>Vocational Education and Training</u>
.12	<u>On-the-Job Training (OJT)</u>
.13	<u>Work Experience (WEX)</u>
.14	<u>Paid Work Experience (PWE)</u>
.15	<u>Job Skills Training (JST) Directly Related to Employment</u>
.16	<u>Bridging Activities</u>
.17	<u>Work Study as a WTW Activity</u>
.18	<u>Transitional Subsidized Employment (TSE)</u>
.19	<u>Life Skills Classes (LSC)</u>
.191	<u>Gang Prevention Parenting Classes</u>
.2	<u>Identification of Appropriate Post-Assessment Activities</u>
.3	<u>Welfare-to-Work Plan (Time Clock)</u>
.31	<u>Welfare-to-Work Time limits</u>
.32	<u>Core WtW activities</u>
.33	<u>Non-Core WtW activities</u>
.34	<u>Exceptions to Core Hourly Requirements</u>
.4	<u>Hours of Participation</u>
.5	<u>Confidentiality Guidelines</u>
.6	<u>Special Provisions</u>
.61	<u>Work Experience (WEX)</u>
.62	<u>Transitional Subsidized Employment (TSE)</u>
.63	<u>On-the-Job Training (OJT)</u>
.64	<u>Work Study (WS)</u>
.65	<u>Paid Work Experience (PWE)</u>
.7	<u>GAIN Contract Activity Agreement and Amendment</u>
.71	<u>WTW 2, Welfare-to-Work Plan Activity Assignment</u>
.72	<u>Three-Day Rule</u>
.73	<u>Thirty-Day Grace Period</u>
.8	<u>GN 6070 - Progress Report for Education, Training, Post-Employment Services, Work Experience, and Work Study Programs</u>
.9	<u>Notification from Service Provider</u>
.91	<u>Job Specifications</u>
.92	<u>Notification of Attendance-GN 6006</u>
.93	<u>Notification of Change - GN 6007B</u>

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

.94 [Notification of Change – GN 6007B](#)

.95 [Notification of Next GAIN Activity](#)

913 **DECISION CHARTS**

.1 [Assign Participant \(PT\) to Post-Assessment Activity\(ies\) Decision Chart](#)

.2 [Assign PT to Work Experience \(WEX\) Activity Decision Chart](#)

.3 [Assign PT to Transitional Subsidized Employment \(TSE\) Activity Decision Chart](#)

.4 [Reschedule Post-Assessment Enrollment Appointment Decision Chart](#)

.5 [Request Activity Change Decision Chart](#)

.6 [Response to Assignment Outcome\(s\) Decision Chart](#)

.7 [Response to GN 6070 Progress/Attendance Report Decision Chart](#)

.8 [Referral To Bridging Activity](#)

.9 [Referral to Bridging Activity During School Summer Break](#)

.10 [Work Study Referral Decision Chart](#)

914 **EXHIBIT – WORK EXPERIENCE CHECKLIST**

[Back to Main Table of Contents](#)

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

910 **OVERVIEW**

The GAIN post-assessment activities are services provided to the participant based on the plan developed during assessment ([see Chapter 700](#)). They range from basic education to Paid Work Experience (PWE). The objective of GAIN post-assessment activities is to remove barriers to employment and provide skills directly related to jobs available in Los Angeles County's labor market.

911 **KEY POINTS**

- Assignment to post-assessment activities can be sequential or concurrent, but such activities must, in general, total a minimum of 32 hours per week (35 hours for two-parent families).
- When referring a participant to post-assessment activities, a copy of the GAIN Vocational/Career Assessment Disposition (GN 6013) and a copy of GN 6014, GAIN Vocational Assessment and Employment Plan, are to be attached to the Service Provider Referral Form (GN 6006) for the service provider.
- The GSW must review progress in basic education, vocational education and training, and PWE/WEX activities quarterly via the GN 6070, Participant Progress Report.
- When assigning a participant to a WtW activity at a District/GAIN Regional Office for Work Study, Community Service, or Work Experience, measures should be followed to ensure that confidential information is not compromised.
- Study time counts toward participation hours in education-related activities. When a participant is in an approvable education/training activity, study time hours may count, if the participant receives units or credits for study time. Non-credited study time that can be documented also counts toward meeting participation hours in education-related activities.
- The Transitional Subsidized Employment (TSE) program is comprised of the following activities: Paid Work Experience (PWE), On-the-Job Training (OJT), Work Study (WS), Education and Employment Classroom Training, and Specialized Work Experience (SWE).
- PWE is a wage subsidy work experience assignment that can be assigned with a concurrent activity with an employer-linked education/training program or other core/non-core activity, or on a full-time basis for up to 32/35 hours per week as a stand-alone component.
- SWE is designed for GAIN participants who are receiving Specialized Supportive Services and are ready to participate in employment activities while enrolled in Domestic Violence, Mental Health and/or Substance Abuse Services.

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

- TSE has two tiers. Tier One is a subsidized employment model where the regions are solely responsible for case management and job placement services. Tier Two is a subsidized employment model which the One-Stop WorkSource Centers are responsible for co-case management and co-job development services. The assignment to a Tier will be done on a random basis when the GSW calls South Bay Workforce Investment Board (SBWIB) to enroll a participant in TSE activities.
- Wages earned in PWE/OJT/SWE are treated in every respect as earned income for CalWORKs eligibility and grant determination. Wages earned in WS must be reported but are exempt from consideration for CalWORKs and Food Stamps.
- OJT is a subsidized employment and training program that is partially subsidized by the employer. Participants enrolled in OJT receive job skills training from the employer, who is expected to retain the participant as a full-time employee, once the participant has successfully completed OJT. Post-OJT jobs are considered to be unsubsidized employment.
- Participants in an approved TSE activity are eligible for child care, transportation, ancillary and work-related expenses.

912 POLICY

.1 Definitions

.11 Education

.111 Basic Education

Basic education includes reading, writing, arithmetic, high school diploma, General Education Development (GED) preparation (instruction in order to pass high school equivalency tests) and English as a Second Language (ESL) programs. Assignment to these services is limited to the services identified during assessment that are necessary to become employed.

.112 Vocational Education and Training

Vocational education and training includes, but is not limited to, occupational skills training at community colleges, trade schools and regional occupational centers and programs. Participants may receive a certificate or diploma upon completion.

Vocational education and training can also include Vocational English as a Second Language (VESL), which is intensive vocationally focused instruction in English for limited or non-English speaking participants. In addition to VESL, GAIN also offers a specialized Limited English Proficient (LEP) education and training program for limited and non-English proficient CalWORKs participants. The program focuses on the provision of new and

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

innovative training programs to assist the targeted population in obtaining and retaining employment.

Vocational education and training can also be a concurrent activity with [Work Study](#), Section 612.28 if the school participates in a work study program.

.12 On-the-Job Training (OJT)

On-the-Job Training (OJT) is subsidized employment in which a participant receives job skills training from an employer. The employer receives partial reimbursement for wages paid during the training period. At the end of the training, it is expected that the participant will be retained by the employer. Some service providers offer OJT, but in no case is DPSS directly responsible for the wage subsidy.

.13 Work Experience (WEX)

Work Experience (WEX) is an activity in which a participant receives non-paid experience in a public or private agency.

WEX provides work behavior skills, enhances existing job skills in a position related to the participant's experience or recently acquired skills, acquisition of new skills, and employment references to use when seeking salaried employment.

.14 Paid Work Experience (PWE)

Paid Work Experience (PWE) is subsidized employment offered to GAIN participants enrolled in Welfare-to-Work (WtW) programs provided by the Workforce Investment Boards (WIBs), One-Stop WorkSource Centers and Department of Labor (DOL) WtW grantees. This activity provides occupational training which enables the participant to learn a skill and to qualify for an occupation through demonstration of abilities and practices ([see Section 912.65](#)).

.15 Job Skills Training (JST) Directly Related to Employment

Vocational education/training after one year can be converted to JST when they meet the following criteria:

- .151 The GSW has determined that the program will lead to self-supporting employment;
- .152 The participant is making satisfactory progress;
- .153 The participant does not have a baccalaureate degree (participants pursuing a California teaching credential are exempted from this

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

requirement); and

- .154 The program is on the County-approved list of programs that will lead to employment or the participant demonstrates that completion of the program will lead to employment. If the program is not on the County-approved list, the participant must be given an opportunity to show that the completion of the program will lead to employment.
- .155 Study time counts toward participation hours in education-related activities. When a participant is in an approvable education/training activity, study time hours may count, if the participant receives units or credits for study time. Non-credited study time that can be documented also counts toward meeting participation hours in education-related activities.

Job Skills Training Directly Related to Employment can also be a concurrent activity with [Work Study](#) if the school participates in a work study programs.

.16 Bridging Activities

CalWORKs participants must meet the required 32/35 hours of participation in welfare-to-work activities every week to meet the federal participation requirement. That is, if a participant is scheduled to start an activity but is waiting to begin for any period of time, he/she will not count as participating unless he/she is actually attending an activity at that time. Every attempt should be made to enroll participants in the appropriate activity as outlined in the GAIN flow or in his/her employment plan as quickly as possible.

If, for any reason, the next appropriate activity is not immediately available, participants are to be referred to “short-term bridging” activities to eliminate the gap between GAIN activities. Participants are to attend the bridging activity only until he/she can begin the activity in the employment plan, GAIN flow, next school semester, etc.

- .161 Bridging activities include Short-Term Work Experience, Community Service, In-House Job Search, Financial Education Courses, Life Skills Classes (LSC) and Short-Term Vocational Education/Training (STV) programs. The Short-Term WEX component includes Paid Work Experience (PWEX). The GAIN Vocational Assessors have been advised to add these activities to the employment plan, as appropriate.

Any time a GAIN participant is scheduled to start a GAIN activity but has to wait more than two weeks before actually attending the assigned activity, he/she must be referred to a bridging activity. In addition, participants in SIPs, vocational education/training and any other education/training program are to be referred to bridging

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

activities when they are on a school summer break.

- .162 The STV component is in GEARS and has two session types: Open Entry/Exit Training and Fixed-Term Training. In addition, under the Work Experience (WEX) component, two new session types have been added: Short-Term WEX and Flex WEX. GSWs are to follow existing component assignment procedures when assigning participants to a bridging activity. To the extent possible, the GSW should refer the GAIN participant to a bridging activity that is related to his/her goal in the employment plan.

Example 1: A GAIN participant is attending a Self-Initiated Program for 32 hours a week. Prior to the end of spring semester, the GSW contacts/meets with the participant to discuss his/her summer break schedule and the need for supportive services. The participant informs the GSW that he/she will not be attending any classes and will not be employed during the summer. The GSW discusses bridging activities with the participant and amends the existing WTW plan to include a bridging activity that is related to his/her career goal. The participant is referred to the bridging activity for the duration of the summer break. The GAIN participant will resume attending his/her SIP classes in the fall.

Example 2: A GSW has scheduled a GAIN participant to attend an appointment on January 8 for referral to a vocational education/training program. The participant attends his/her appointment. When the GSW calls the Vocational education/training provider to schedule an enrollment appointment, the GSW discovers the classes for that specific training will start on March 14. The GSW discusses bridging activities with the participant and adds the activity to GEARS. The participant is scheduled to attend the bridging activity on January 10 with an end date of March 13.

The GSW signs a WTW plan with the participant and informs him/her that he/she needs to enroll in both the vocational education/training classes and the bridging activity. The participant is also informed that he/she will stop attending the bridging activity upon the start of his/her vocational education/training classes.

.17 Work Study as a WtW Activity

After the VOC or JST component is opened on GEARS, the Work Study component should also be added once the participant and GSW complete and sign the WTW 1, Rights and Responsibilities and WTW 2, Welfare-to-Work Plan-Activity Assignment. The WTW 2 is to state that whenever the participant stops attending the VOC/JST, refuses to attend regularly, or does not maintain satisfactory progress, or fails to meet the required hours of participation, without a good cause reason, the participant may not be

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

allowed to continue in Work Study and shall be evaluated for the next appropriate WtW activity. ([See Progress/Participation Time Tracking of Work Study](#)), [Section 613.7](#).

.18 Transitional Subsidized Employment (TSE)

TSE is a unique, time-limited, subsidized, employment program that encompasses PWE/SWE, OJT, WS and educational classroom training provided by the One-Stop WorkSource Centers (except Work Study [WS]). TSE activities provide valuable work experience and/or hands-on training in actual work settings which allow participants to acquire new skills and knowledge and/or strengthen acquired skills ([see Section 912.62](#)).

.181 Tier One Subsidized Employment Model

The Tier One subsidized employment model consists of PWE/SWE. This is available to the general GAIN post-assessment population and sub-populations, such as the homeless, limited English proficient participants, participants receiving Specialized Supportive Services (SSS) and peer mentoring students at California State Polytechnic University at Pomona.

Tier One case management and job placement services will be solely provided by GAIN Regional staff and contracted Regions. The One-Stop WorkSource Centers will not be involved in Tier One case management activities.

.182 Tier Two Subsidized Employment Model

The Tier Two subsidized employment model provides participants the option of enrolling in PWE/SWE concurrent with other activities offered by the One-Stop WorkSource Centers, such as vocational training. Participants in Tier Two receive co-case management and co-job placement services by the One-Stop WorkSource Centers.

.183 Specialized Work Experience (SWE)

SWE is subsidized employment offered only to GAIN participants receiving Domestic Violence (DV), Mental Health (MH) and/or Substance Abuse (SA) services. SWE service providers allow a flexible schedule and will accommodate the special needs of SSS participants.

.19 Life Skills Classes (LSC)

Life Skills Classes provide GAIN participants with practical tools for everyday life as well as coping strategies for difficult situations. Participants can attend

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

a variety of classes which range from parenting/gang prevention parenting, to money and time management. The classes may be assigned as a bridging activity, a concurrent post-assessment activity, or as a concurrent activity with a Self-Initiated Program (SIP) to meet the minimum participation requirement of 32/35 hours per week. Participation in LSC is a non-core activity. The GAIN Vocational Assessors have been advised to include these activities in employment plans, as appropriate.

The LSC component has four session types: Parent Education, Money Management, Career Development and Personal Development.

The Parent Education session type includes an array of classes, such as Parenting Your Preschool Child and Parent-Child Interaction. The Money Management session type includes classes such as Personal Finance and Financial Planning. The Career Development session type includes classes such as Occupational Exploration and Career/Life Planning. The Personal Development session type includes classes such as Nutrition for Fitness and Healthy Lifestyles.

.191 Gang Prevention Parenting Classes

A specific Gang prevention parenting class is available under the Parent Education session type. Gang prevention parenting classes are offered to participants who want to learn innovative parenting techniques which strengthen the parent/child bond by increasing communication and awareness. The classes help parents recognize the warning signs of gang affiliation as well as how to discuss gangs with their children. These classes teach skills that enhance personal growth, assist in providing coping skills for dealing with parenting problems, and encourage community involvement as a way to stem gang activities.

.2 Identification of Appropriate Post-Assessment Activities

Appropriate post-assessment activities are identified by the vocational assessor and specified in the participant's GN 6014, GAIN Vocational Assessment and Employment Plan, which also provides the vocational goal.

The vocational assessor also provides, on the GN 6014, the expected duration for each part of the training, education, work experience or job services needed for the participant to reach his/her employment goal.

When referring a participant to post-assessment activities, a copy of the GAIN Vocational/Career Assessment Disposition (GN 6013) and a copy of GAIN Vocational/Career Assessment Summary - Employment/Career Plan (GN 6014) are to be attached to the Service Provider Referral Form (GN 6006) for the service provider. It is imperative that the service provider is informed of the participant's

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

work history, vocational interests and skills, and any barriers to employment.

.3 Welfare-to-Work Plan

.31 Welfare-to-Work Time Limits

All non-exempt participants are required to sign their initial WtW plan within 90 calendar days of their determination of eligibility for CalWORKs cash aid. The 90-day period also applies to expiring exemptions, cured sanctions and participants who lose their job if the formerly exempt, sanctioned or full-time employed participant does not already have a WTW plan.

.311 The 90-day period to develop a WTW plan **includes** time participating in medical evaluations (e.g., when a GN 6051, Verification of GAIN Exemption is being completed) and third-party assessments.

.312 The 90-day universal engagement WTW plan counting period **excludes**:

- (a) the period a participant spends in compliance and/or temporary excuses from GAIN due to having Good Cause for non-participating; and/or
- (b) the period between the date a learning disability evaluation appointment is scheduled and the date the county receives the final report (up to a maximum of 90 days).

.313 When the case manager does not know the date a participant is required to participate in GAIN activities in advance, (e.g., the participant loses her job), the GSW has 90 days to develop and have the participant sign a WTW plan depending on the date GSW learns of the participant's status change. This can be one of the following:

- (a) If the GSW discovers the participant is required to sign a WTW plan **within 30 days** of the participant's status change, then the case manager has 90 days from the **discovery date** to sign a WTW plan with the participant, or
- (b) If the GSW learns about the participant's status change **beyond 30 days**, then the GSW has 90 days to sign a WTW plan with the participant but no more than 30 days from the date the participant was required to participate.

.32 Core WtW activities

Of the 32/35 weekly participation hours, at least 20 hours must be in core WtW activities, except as specified under "Exceptions to Core Hourly Requirements" in [Section 912.34](#) below. Core activities include unsubsidized

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

employment, subsidized employment, work experience, on the job training, grant-based on the job training, supported work or transitional employment, work-study, self-employment, community service, vocational education and training, job search and job readiness assistance.

Study time counts toward participation hours in education-related activities. When a participant is in an approvable education/training activity, study time hours may count, if the participant receives units or credits for study time. Non-credited study time that can be documented also counts toward meeting participation hours in education-related activities.

Participation in vocational education/training as a WtW activity is limited to a cumulative total of 12 months during a participant's time on CalWORKs cash aid.

Note: Assignment of participants to JST or vocational education or training must be based on the participant's employment plan. If a given activity will qualify as JST or vocational education or training, then the JST should be approved or assigned.

.33 Non-Core WtW activities

If the participant is participating in 20 hours of core activities, the remaining 12/15 required hours of participation may be in core or non-core activities. Non-core activities include adult basic education, general education development (GED), English as a second language (ESL), job skills training directly related to employment, education directly related to employment, mental health, substance abuse, and domestic violence services, vocational education/training beyond the limitation of 12 months and other activities necessary to assist the participant in obtaining unsubsidized employment.

.34 Exceptions to Core Hourly Requirements

Hours spent in GAIN approved non-core activities in excess of 12/15 hours may count as core hours. Hours of participation in GAIN approved mental health, substance abuse and domestic violence supportive services which cannot be accomplished during the 12/5 non-core hours may count as core hours if the GSW has determined that participation in these services is necessary for the individual to participate in core activities now or in the future.

.4 Hours of Participation

Participants in post-assessment training, education and WEX are expected to participate full-time (32 hours per week for single parent families and 35 hours per week for two-parent families). The full-time hours can be accomplished by participation in a single activity or a combination of activities.

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

The participant's WtW plan may specify concurrent participation in more than one activity (e.g., basic education and work experience) or sequential activities (e.g., vocational training and job search services). When participating concurrently, the combination of the activities is not to exceed 40 hours per week unless the participant opts for more hours.

The assessor will include the hours of employment when developing an employment plan for participants who are employed part-time at the time of assessment.

.5 Confidentiality Guidelines

A participant assigned to a welfare-to-work (WtW) activity at a District/GAIN Regional Office for work via Work Study, Community Service, WEX or PWE/SWE should not have access to confidential information pertaining to persons and/or other entities who receive services from or who may be employed by the County of Los Angeles. State laws and local ordinances require all governmental agencies to keep in strict confidence the data and information entrusted to them. A participant assigned to a WtW activity must be supervised to ensure that he/she is in compliance with confidential guidelines.

- .51 It is the policy of the Department of Public Social Services (DPSS) to have all information and records pertaining to an employee, applicant or participant kept confidential.
- .52 To ensure that no confidential information is compromised the District/GAIN Regional Office shall observe the following guidelines when assigning a WtW participant to work:
 - (a) The GN 6120, Confidentiality of Agreement, form must be explained, must be signed by the participant and filed in the appropriate folder;
 - (b) Participants are not to have positions that give them access to participant or employee confidential information; and
 - (c) Participants are not to have access to any computer system that will make confidential information readily available.
- .53 In an effort to assist the participant acquire valuable work experience, it is recommended that positions offered by the District/GAIN Regional Office be appropriate. Since this will provide an opportunity to learn work behavior skills and enhance the participant's ability to obtain unsubsidized employment. The following are examples of positions that provide work experience without violating the Department's confidentiality information policy:

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

- (a) Assist the unit clerk, receptionist and/or scheduling clerk with answering the phones;
- (b) Assist Job Development staff by photocopying job leads or preparing for a job fair;
- (c) Prepare intake or recertification packages;
- (d) Assist in the mail or stock room;
- (e) Provide support to the information worker in the lobby; and
- (f) Assist the Eligibility Worker when conducting group recertification by:
 - (1) Calling and escorting the participant to the recertification room;
 - (2) Preparing the room before hand with folders, pens and pencils;
 - (3) Clearing the room afterwards; and
 - (4) Guiding the participant to the exits.

.6 Special Provisions

.61 Work Experience (WEX)

The participant in WEX is to seek paid work while participating in the activity. To assist the participant to move quickly in paid work, the GAIN Business Services Specialist (BSS) is to contact the participant at least once a month, either in person or by phone. The BSS will review the participant's job search progress and ascertain any new or additional skills acquired to match with job leads.

At the point of assignment, the GSW will arrange for the participant to see the BSS and give the BSS a copy of the GN 6006 referral form to a WEX activity. If the BSS is unavailable, the GN 6006 will be forwarded to him/her. When the Job Specification sheet is received from the work experience provider, a copy will also be sent to the BSS to assist him/her in finding suitable job referrals for the participant.

Note: When an appropriate WEX assignment is not immediately available on GEARS, the GSW is to inform the vocational intermediary contractor and the Regional Administrator (RA) and then refer to alternate appropriate activity.

If a participant is injured while performing his/her WEX assignment, State Compensation Insurance Fund claim forms SCIF 3367 and 3301 are to be completed at the work site. The claim forms must be completed within 24

hours of the occurrence or knowledge of the occurrence of the injury. These forms must be submitted with verification of the WEX assignment and grant information for the previous 12 months. Completion and submission of the necessary documents to Sacramento is handled by the City of Hawthorne intermediary.

Participants assigned to a WEX component in a Los Angeles County Department are required to sign the GN 6120, Confidentiality of Information Agreement, informing them that they have an obligation to protect confidential information learned while performing their work assignment.

.62 Transitional Subsidized Employment (TSE)

The objective of TSE is to provide subsidized employment enabling participants who remain unemployed or underemployed to remove barriers to employment by providing job skills training, vocational training, behavior skills and enhancing existing job skills which will lead to unsubsidized employment. The services for OJT, PWE/SWE and Education and Employment Classroom training are arranged by the South Bay Workforce Investment Board with 13 One-Stop WorkSource Centers located throughout the County ([see Section 912.18](#)).

.63 On-the-Job Training (OJT)

On-the-Job Training is funded by one or more of the Workforce Investment Boards (WIBs): Carson/Torrance/Lomita, Foothill, Los Angeles County, the City of Long Beach, the City of Los Angeles, Southeast Los Angeles County, South Bay and Verdugo.

.631 WIB agencies contract with private sector companies. The contracts prescribe the training participants will receive, length of training, wage while training and related specific details. The employer pays one-half the training wage and the WIB agency reimburses the employer for the other half.

.632 Participants are to be assigned to OJT slots that are on the GEARS inventory maintained by the City of Hawthorne.

.633 The GSW will inform the participant that OJT income must be reported to the participant's CalWORKs Eligibility Worker (EW). When the OJT assignment begins, the GSW reports this information to the EW via the GN 60013, Notice of Change Affecting CalWORKs/GAIN, and inputs the OJT information on the GEARS employment screen.

.634 Wages earned in an OJT program are treated in every respect as earned income for the CalWORKs eligibility and grant determination. If the participant is determined ineligible and

assistance is discontinued, the GSW is to leave the OJT component open until the projected component end date but is to offer participant post-employment services at the point of financial ineligibility.

.64 Work Study (WS)

Wages earned in a Work Study program are not treated as earned income for CalWORKs eligibility; also, they do not affect the participant's Food Stamp benefit amount. Nevertheless, the GSW will inform the participant that Work Study income must be reported on the QR7.

.65 Paid Work Experience (PWE)

PWE is a subsidized job at a public/or nonprofit organization in which the salary is funded by DPSS. This activity provides participants with the opportunity to work alongside an organization's regular salaried employees while earning minimum wage. Participants learn work-related skills that helps them build self-confidence and self-esteem, along with good work habits. Additionally, PWE allows participants to establish a recent work history, which positively contributes to a successful transition to unsubsidized employment. PWE activity is generally a four-month program for an assignment of 20-32/35 hours per week. Participants may be assigned less than 20 hours, if appropriate (e.g., for participants in a concurrent Specialized Supportive Services component). This will facilitate the maximum degree of flexibility possible.

All PWE/SWE components are two-tiered. The Tier One subsidized employment model consists of participants assigned to PWE/SWE activities, with case management and job development assistance being solely provided by GAIN and contracted regions. The Tier Two model provides the option of combining various TSE activities (i.e., PWE/SWE/OJT combined with vocational training). Tier Two also provides co-case management and job development assistance by the One Stop WorkSource Centers. All PWE/SWE components are categorized as being either Tier One or Tier Two.

It is the responsibility of the South Bay Workforce Investment Board (SBWIB) to inform GSWs of the Tier to which the participant will be assigned at the point of referral. The only exception to random assignment to Tier One or Two is for participants whose employment plans specifically call for PWE to be combined with vocational training. In those cases, the participant must be enrolled in Tier Two.

.651 Referral Process

(a) General GAIN Participants:

The findings in the Vocational/Career Assessment Summary Employment/Career Plan (GN 6014) are reviewed by the GSWs with the participant. The GSW

ensures the participant understands the TSE program with emphasis on the work experience gained and the advantage of the Earned Income Tax Credit.

All the needed forms for the enrollment appointment are to be provided to the participants, including SSS participants, in order to be fully prepared.

(b) Special Provisions for Specialized Supportive Services (SSS) Participants:

The SWE component is exclusively used for participants receiving SSS and who are referred to PWE. The service providers for SWE provide flexibility and specially tailored positions which meet the needs of SSS participants.

To ensure that no confidential information is compromised, the release of any details of the participant's SSS status or the specifics of which SSS activity in which the participant is currently enrolled is **NOT** be released to any SWE service provider. The participant is not to be asked to disclose any information to the SWE provider concerning a diagnosis or limitation. However, the service provider must be aware if the participant is able to work but has limitations to the number of hours per week that he/she can participate/work.

.652 Case Management Services and Job Placements for Tier One Participants

Case management and job development services ([see Chapter 700](#)) for Tier One participants are performed exclusively by GAIN and contracted GAIN personnel. The GSW must contact the participant a minimum of once per month, to ensure satisfactory participation and to provide assistance, as needed.

Business Services Specialist (BSS) staff must work closely with participants assigned to Tier One. BSS staff provides services which include: resume writing, career counseling and coaching on interview techniques, job search assistance and all other related services, including coordinating appointments for job interviews.

.7 GAIN Contract Activity Agreements and Amendment

.71 Welfare-to-Work Plan Activity Assignment - WTW 2

A WTW 2 is used for all post-assessment assignments. All post-assessment assignments are to be included on the agreement.

.711 The WTW 2 form is to be used in the following assignments:

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

- (a) When a participant begins a new WtW activity,
- (b) When a concurrent activity is added to an existing activity, or
- (c) When there is any change within the existing activity, e.g., a change in participation hours, location or activity start time.

.72 Three-Day Rule

After entering into the WtW Plan Activity Assignment, the participant has three (3) working days to make any change to the terms of the Activity Agreement. Such changes could involve the component assignment, activity schedule or supportive services arrangements. After the three-day period, the Activity Agreement is final.

.73 Thirty-Day Grace Period

For post-assessment activities such as vocational education, training or work experience assignments, the participant has 30 days from the program start date to request a change in assignment. Only one request for reassignment may be made for the duration of the WtW plan.

A request for reassignment shall be approved when the request is consistent with GAIN regulations and the WtW plan developed during assessment and there are resources available for the requested activity.

When a request is approved, a new WTW 2 must be completed. The appropriate section of the new Activity Agreement must be annotated and discussed with the participant so that he/she understands that he/she cannot ask for another change in the education and training of work experience activity.

.8 GN 6070 - Progress Report for Education, Training, Post-Employment Services, Work Experience and Work Study Programs

- .81 The GN 6070 is automatically mailed by GEARS quarterly or at the midpoint of activities of less than three (3) months duration, to the participant requesting that the participant provide proof of progress and attendance.

.811 Acceptable documentation includes:

- (a) A report card or a progress report issued by the provider;
- (b) A statement from the service provider submitted on their letterhead; or
- (c) A GN 6070 completed by the service provider.

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

- .82 At each point of contact with the participant, the GSW/CCM must explain to the participant that he/she is responsible for returning the GN 6070 and the consequences for failing to do so.
 - .821 Satisfactory Progress/Attendance: Satisfactory progress and attendance will be based on the service provider's standards.
 - .822 Unsatisfactory Progress/Attendance: When a GN 6070 indicates the participant is failing to attend or make acceptable progress, a cause determination must be conducted. ([See Chapter 1300](#))
 - .823 During the quarterly review of the participant's attendance and progress, the GSW/CCM is to review the participant's assignment to ensure that the assignment continues to provide the training agreed to on the WTW 2 and that it will lead to paid employment.

.9 Notification from Service Provider

.91 Job Specifications

Work experience providers will provide a Job Specification Sheet to each participant at enrollment and a copy to the GSW with the GN 6006. The document will inform the participant of his/her duties/responsibilities. (It is also to be used by the BSS to assist the participant in obtaining salaried employment.)

.92 Notification of Attendance

The service provider must notify the GSW of the actual start date and number of hours assigned via the complete updated GN 6006 or by telephone, followed up by completing an updated GN 6006, Service Provider Referral.

.93 Notification of Change - GN 6007B

- .931 The GSW will be notified by the service provider via a GN 6007B or by telephone followed by a GN 6007B when:
 - (a) The participant did not keep the scheduled enrollment appointment or failed to start the assignment on the scheduled start date.
 - (b) The assignment is completed.
 - (c) The participant obtains employment.

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

- (d) The participant fails to attend or fails to satisfactorily progress in his/her assignment other than when reported on the GN 6070.
- (e) The participant needs a change in supportive services.
- (f) A change of assignment is requested by the service provider. The service provider will include the reason for the request.

Note: The GSW may be contacted by a service provider, e.g., the GAIN coordinator for the City of Hawthorne, regarding a problem with a particular participant, a problem with an assignment or a general concern. In these instances, the GSW is to assist in resolving the problem or, if warranted, the GSW shall elevate the concern/issue to his/her supervisor.

.94 Notification of Change - GN 6007B

The GSW will notify the service provider via a GN 6007B or by telephone followed by a GN 6007B if it is determined that:

The service provider should allow release time to the participant for counseling, educational training and other related activities. Release time is defined as time-off or a temporary excuse to register for school, keep a doctor's appointment or attend counseling. Release time is not to be considered permanent or for extended periods of time.

.95 Notification of Next GAIN Activity

The GN 60102-a, GAIN Services Worker Appointment Letter is created to make an appointment with the GAIN participant prior to completion of her/his Self-Initiated Program (SIP) or post-assessment activities.

GEARS will automatically send the GN 60102-a, 30 calendar days prior to the component expected end date, making an appointment for the participant with the GAIN Services Worker (GSW) 15 days prior to the expected component end date. However, if necessary, the GSW may issue and send the GN 60102-a to the GAIN participant manually.

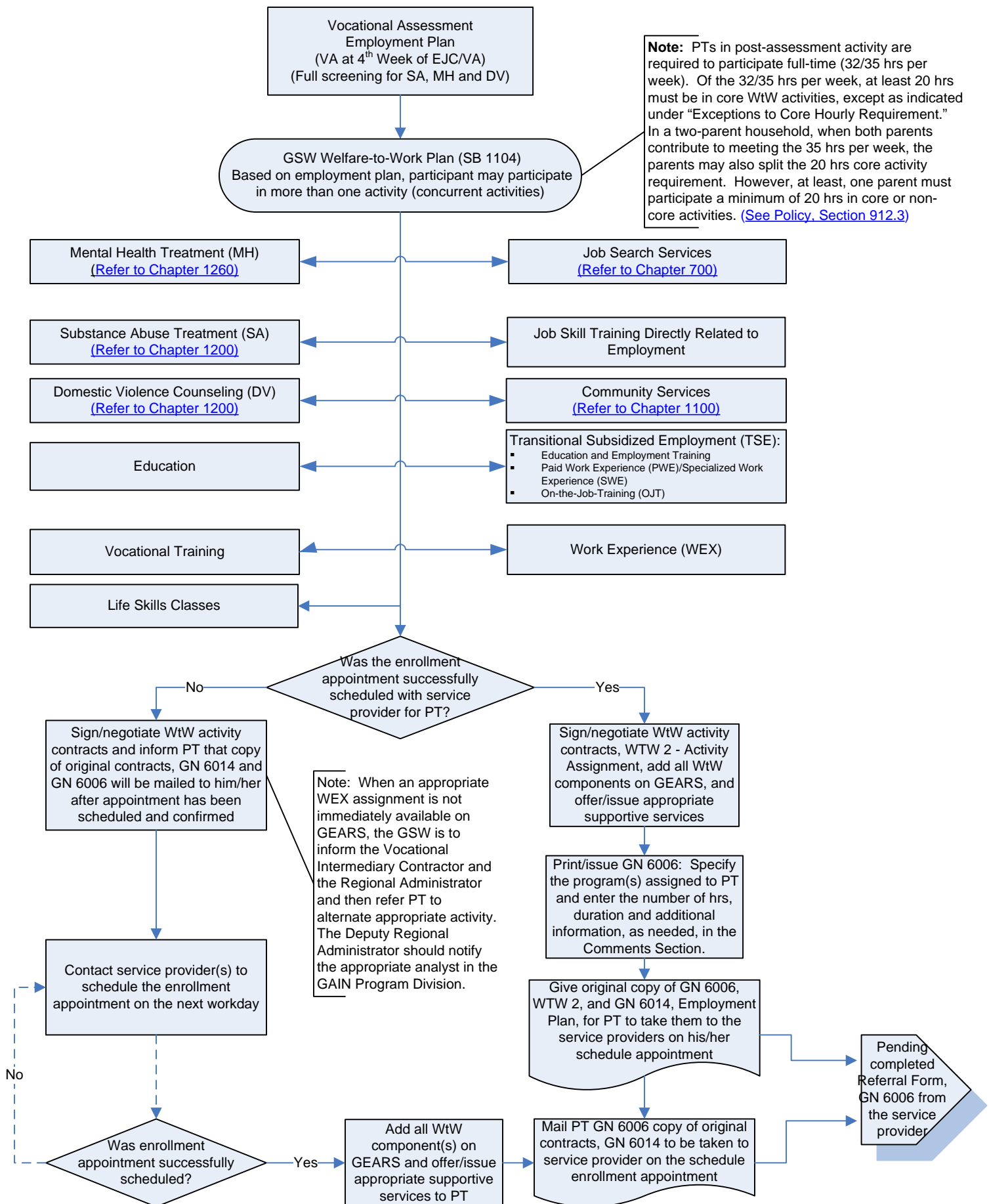
Note: Since the next GAIN activity assignment appointment will be made 15 days prior to the component expected end date, no compliance process needs to be initiated, if the participant does not attend his/her appointment.

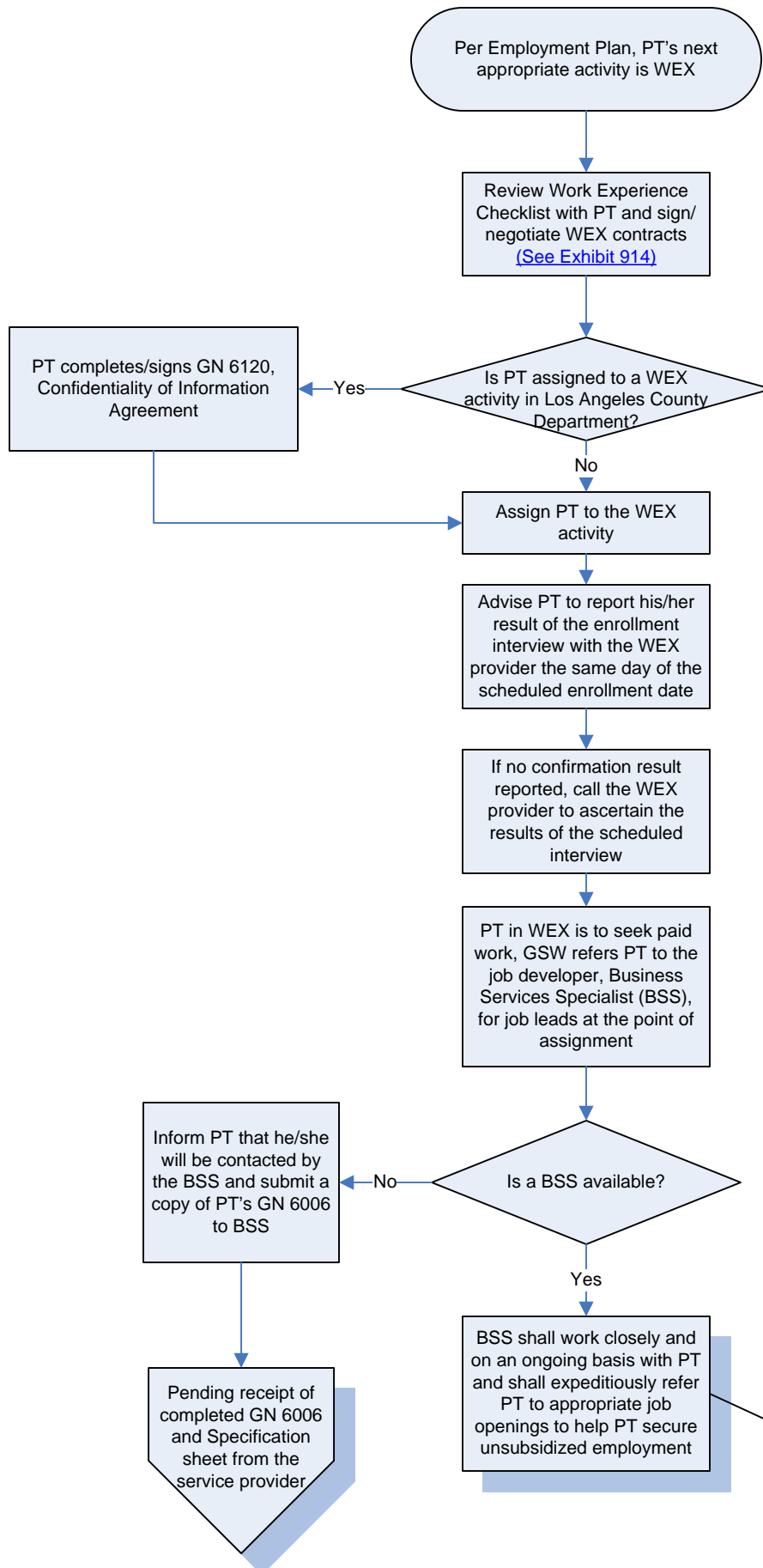
If the participant does not attend his/her appointment, the GSW will send another GN 60102-a to the GAIN participant making a next GAIN activity assignment appointment with him/her on the first work day following the

CHAPTER 900 - POST-ASSESSMENT WELFARE-TO-WORK ACTIVITIES

component expected end date.

If the participant does not attend the appointment that was scheduled by the GSW, and the GSW has not received and approved an extension request for the GAIN activity, then a compliance process may be initiated. However, the GSW will try to contact the GAIN participant before taking action and initiating the compliance process.

913.1 Assign Participant (PT) to Post-Assessment Activity Decision Chart

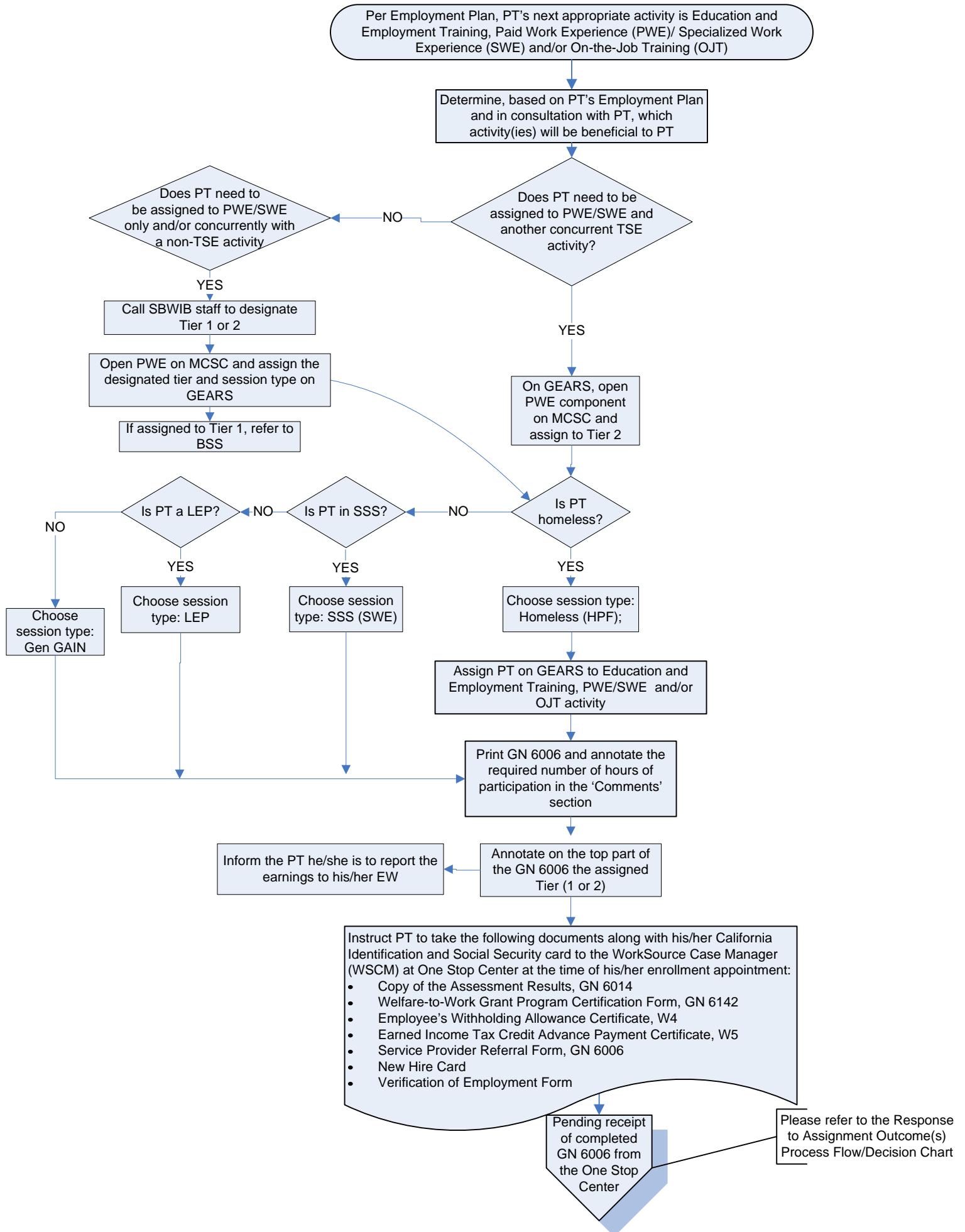


Note: For WEX Component:

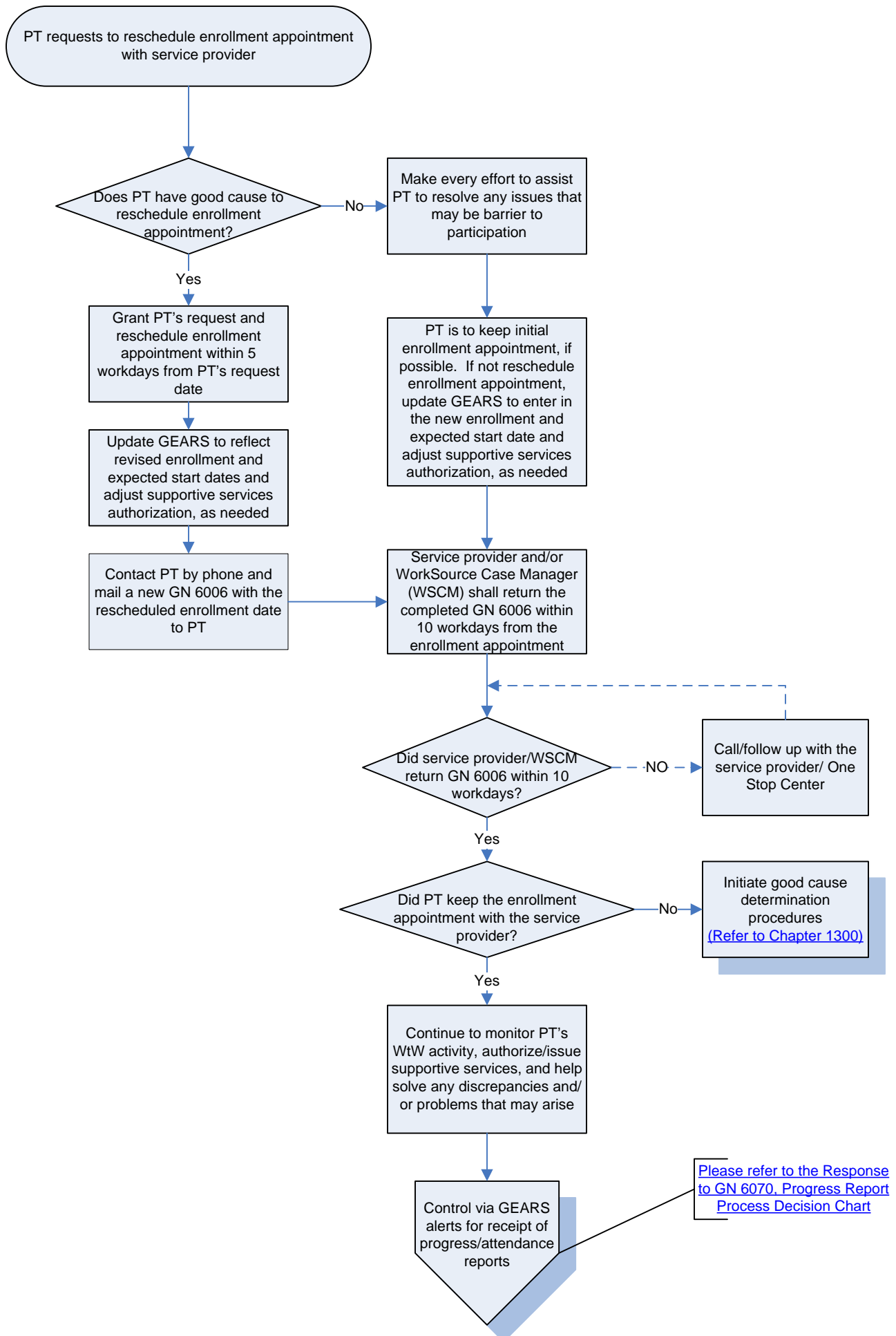
- The City of Hawthorne cannot add WEX components of a provider unless provider has a contract with the City of Hawthorne.
- If a provider is listed under a separate component, they may NOT be added to GEARS under the WEX component until they have executed a contract with the City of Hawthorne.
- There may be situations where a contractor is blocked due to failure to fully comply with contractual requirements. The contracted agency must restore itself to full compliance before block is released and participants are assigned to them.
- The Deputy Regional Administrator should share questions and/or problems with the appropriate staff in GAIN Program Division.

Note: To expeditiously assist PT, the BSS must contact PT at least once per month, either by phone or through an in-office appointment. The BSS shall review the PT's job search needed, and will also share these findings and the resulting follow-up actions with the case-carrying GSW/CCM.

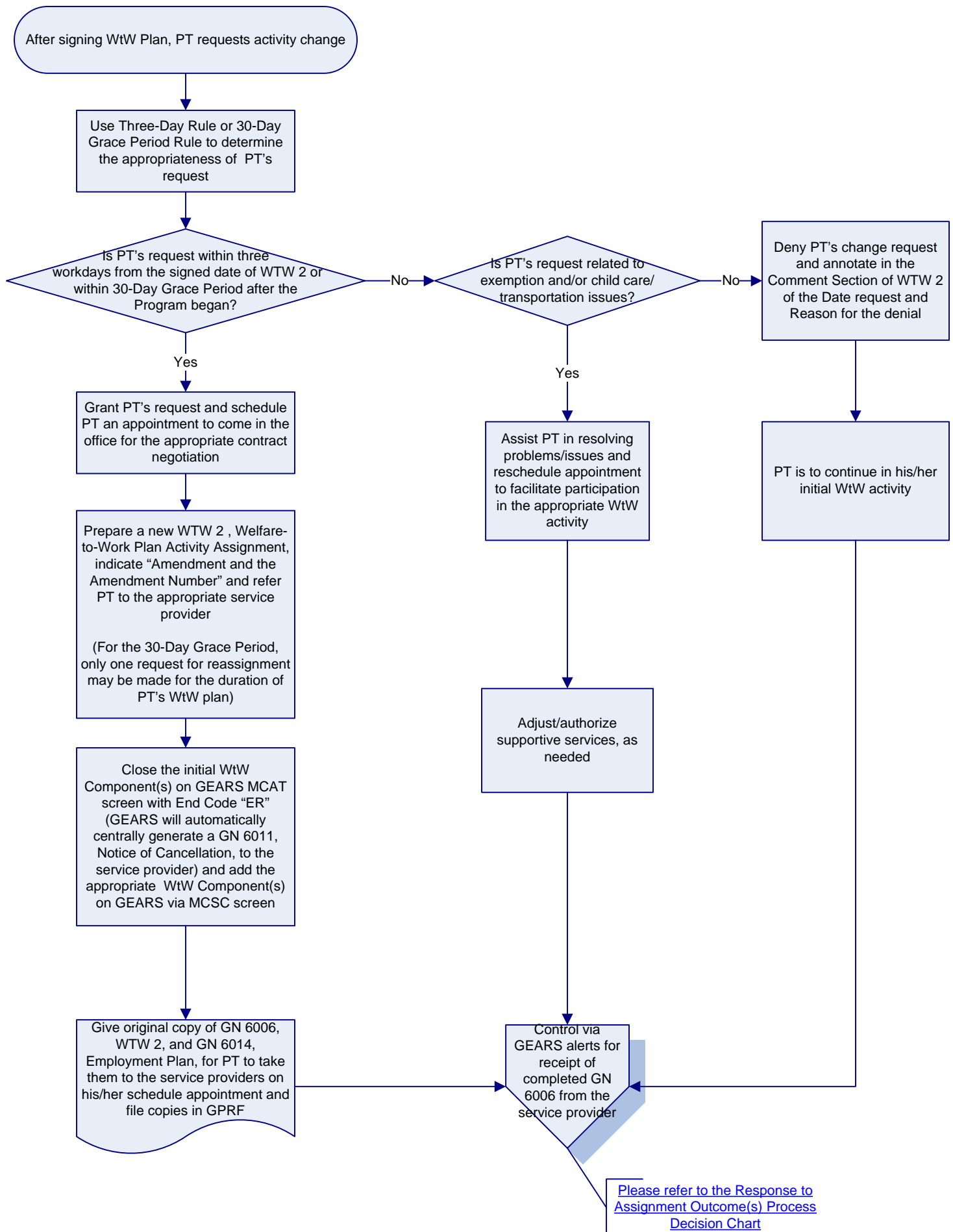
913.3 Assign PT to Transitional Subsidized Employment (TSE) Activities

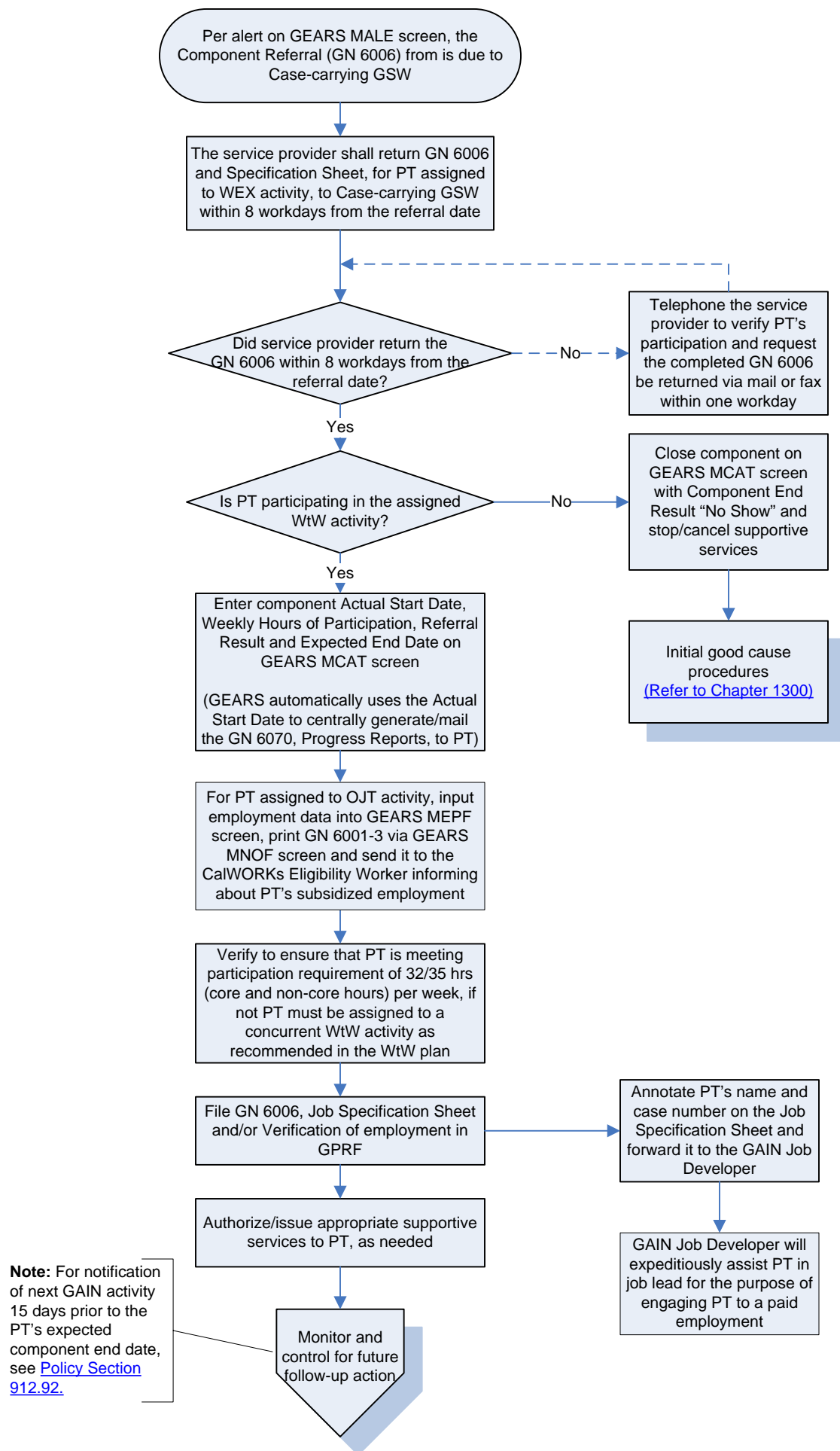


913.4 Reschedule Post-Assessment Enrollment Appointment Decision Chart

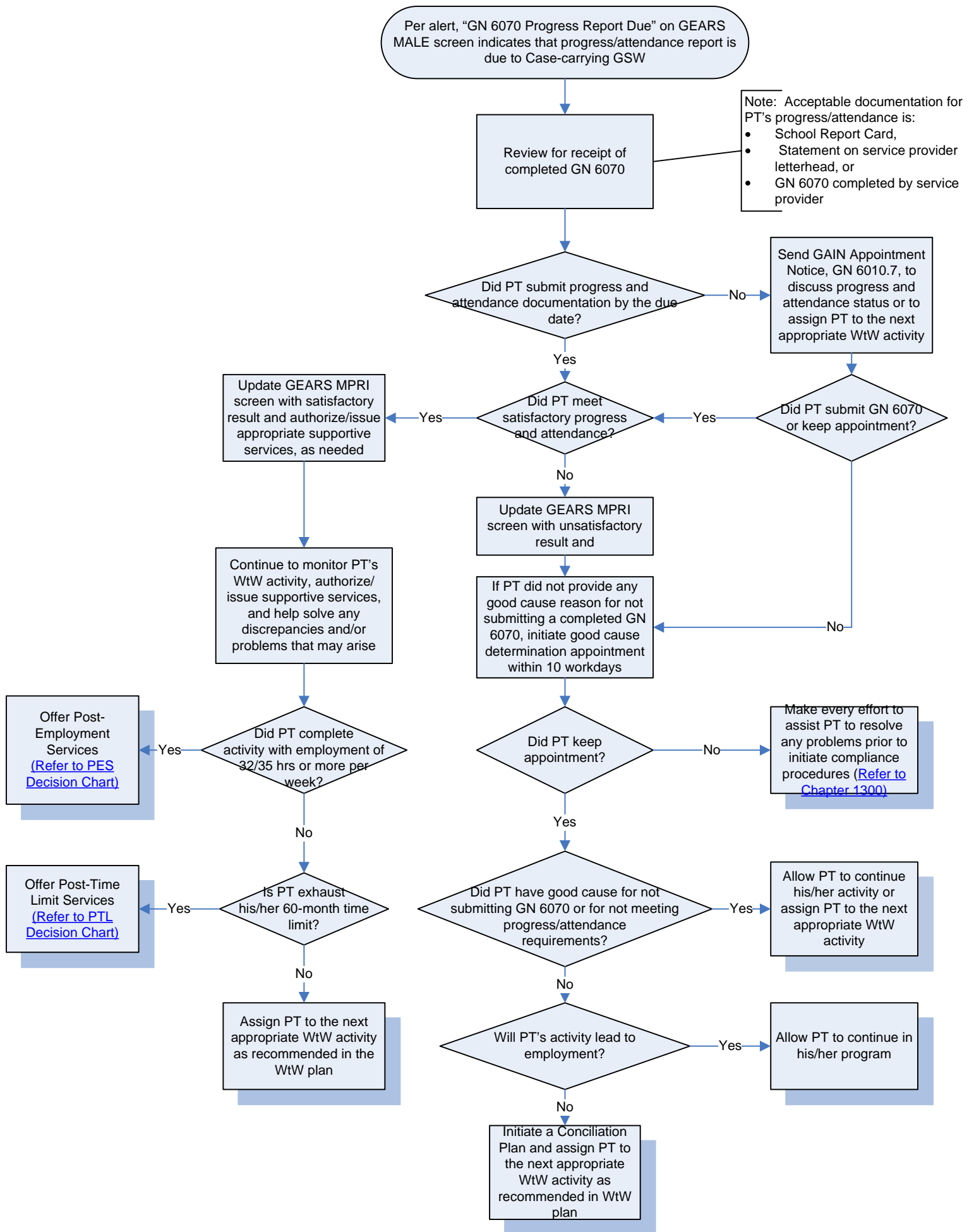


913.5 Request Activity Change Decision Chart

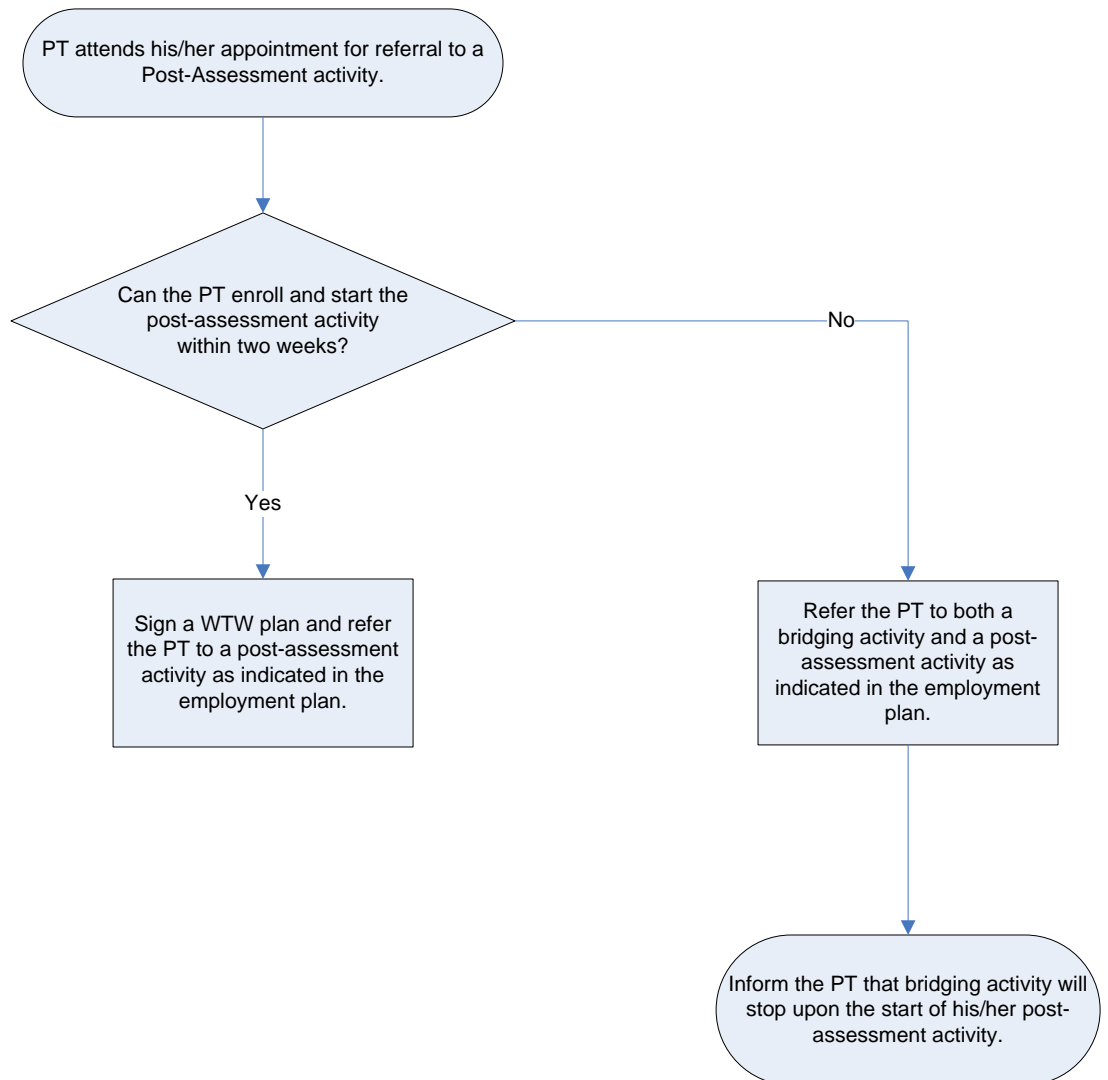




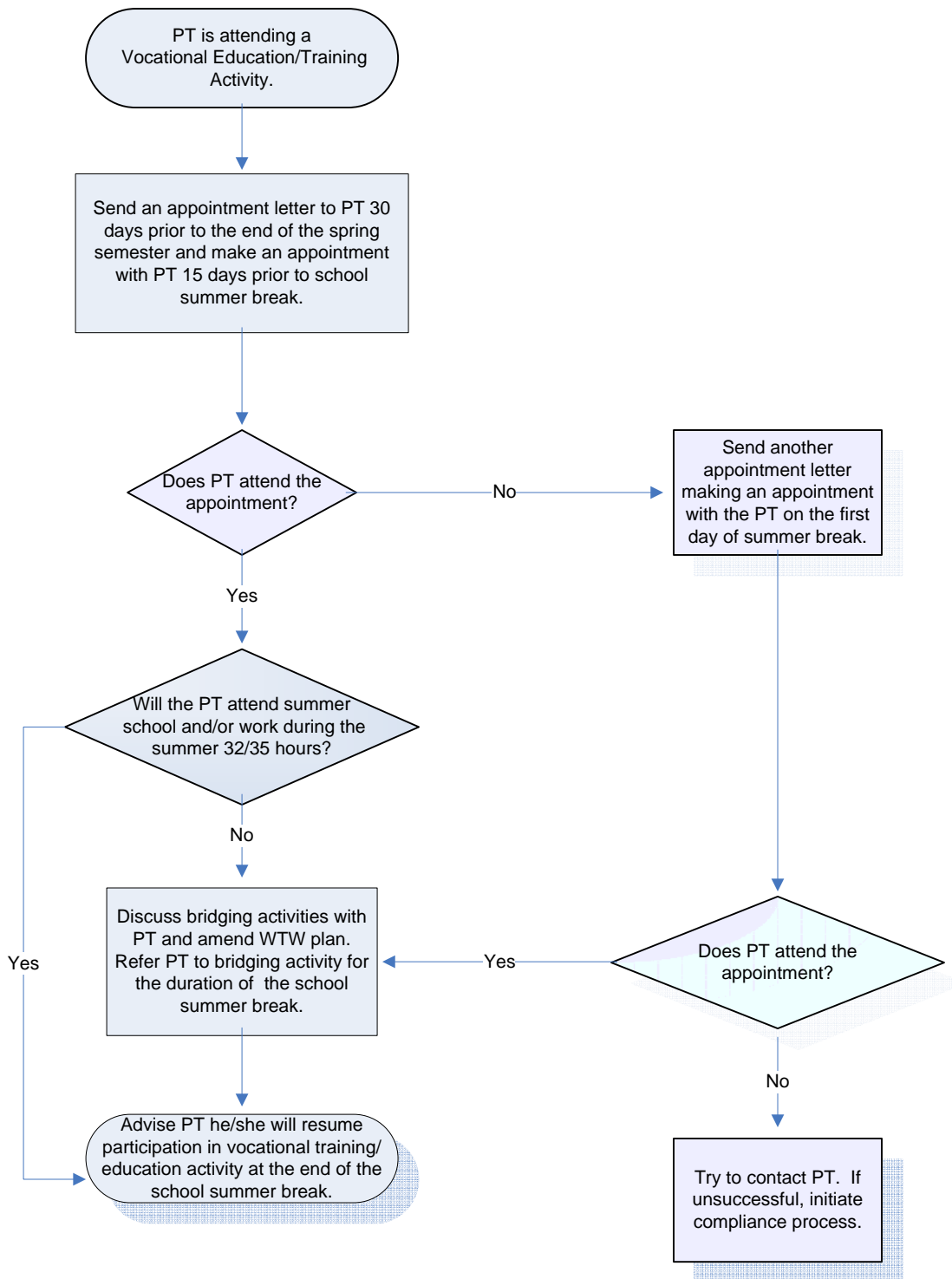
913.7 Response to GN 6070 Progress/Attendance Report Decision Chart



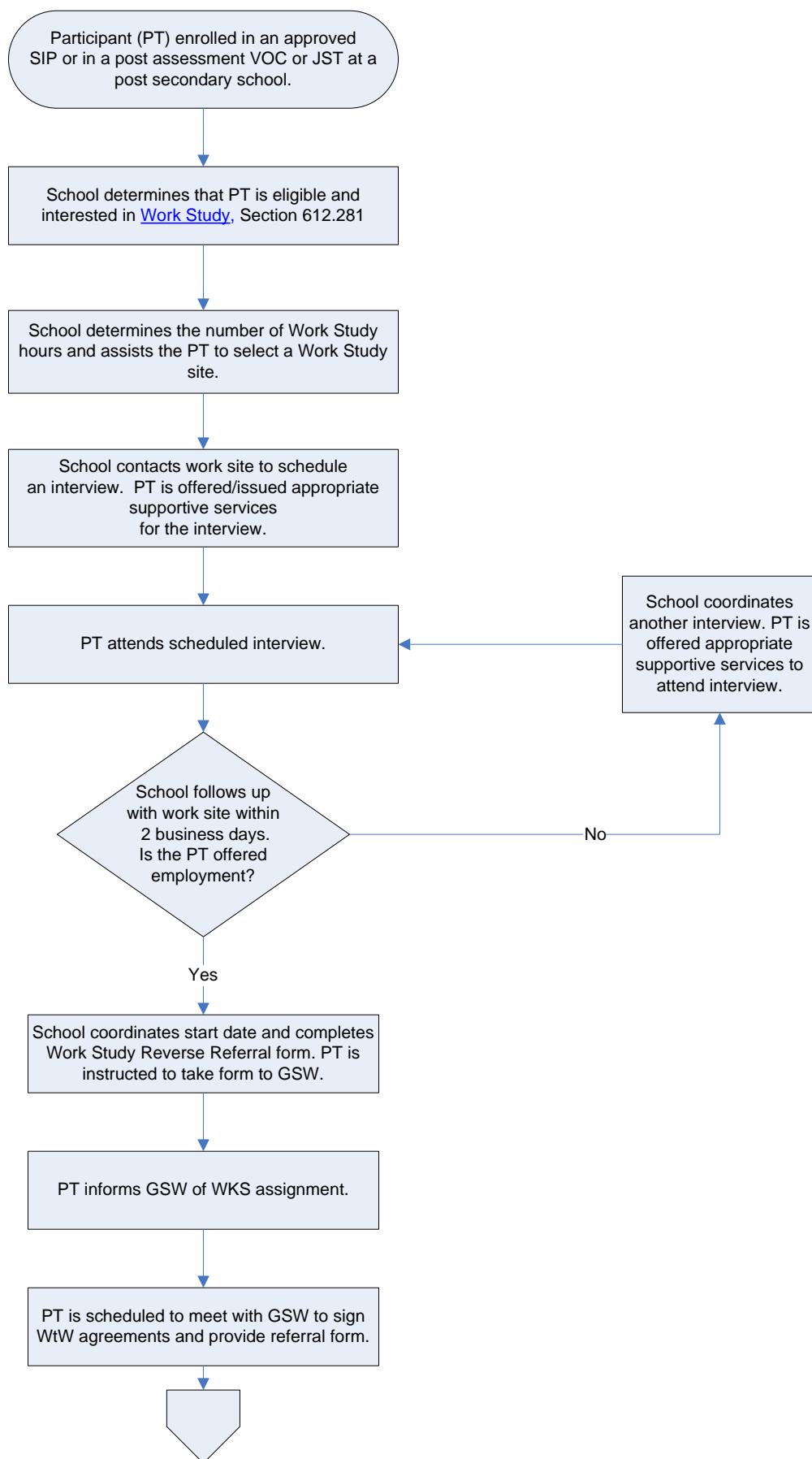
913.8 Referral to Bridging Activity Decision Chart



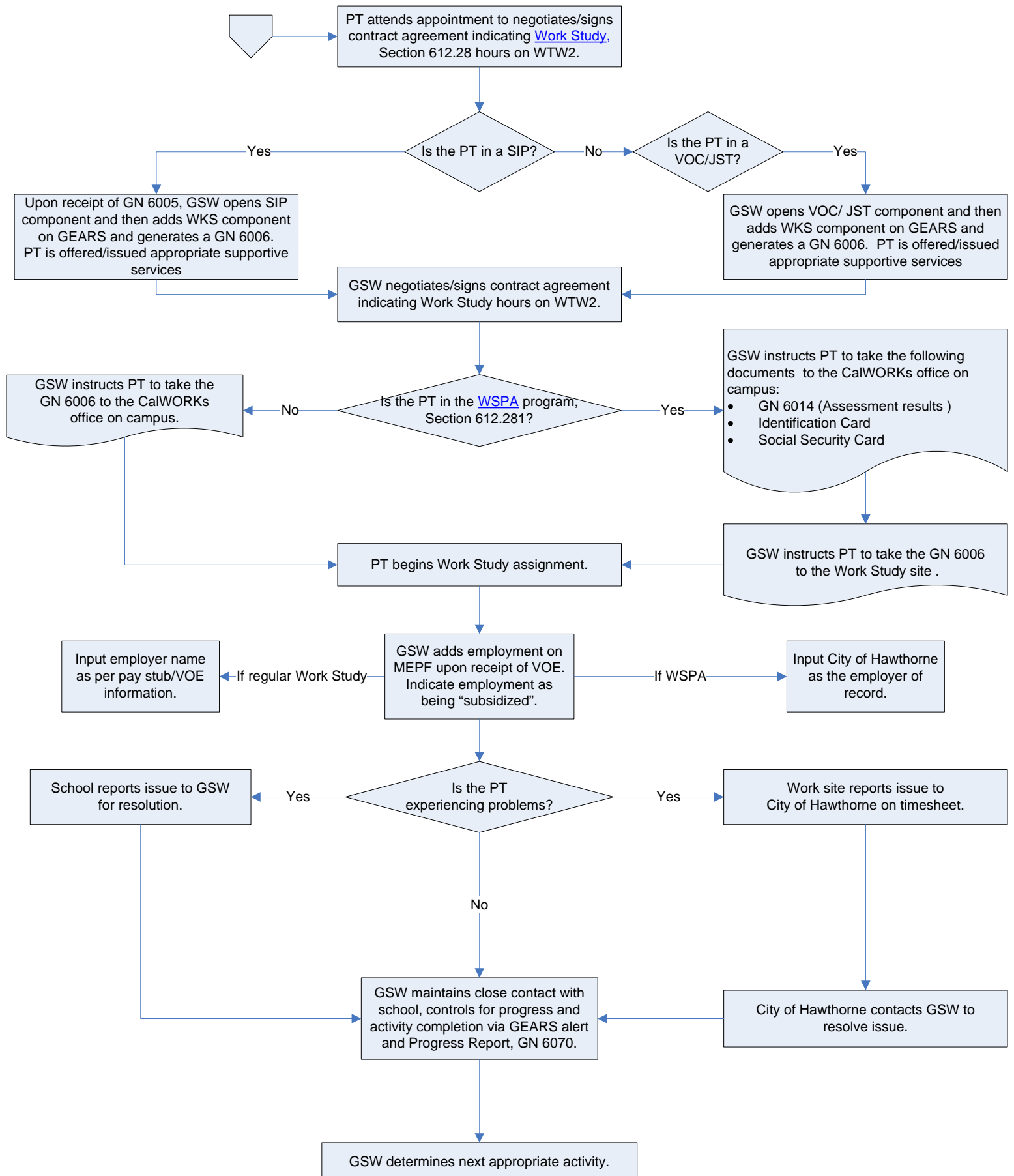
913.9 Referral to Bridging Activity During School Summer Break Decision Chart



913.10 Work Study Decision Chart



913.10 Work Study Decision Chart (continued)



GAIN SERVICES WORKER'S WORK EXPERIENCE CHECKLIST

When assigning the participant to a Work Experience activity, it is important for the participant to understand the purpose of the Work Experience assignment and how it can enhance his/her ability to get a paid job.

The Work Experience assignment offers many different kinds of work experiences. The participant needs to be informed of the nature of the Work Experience site they will be assigned to (e.g., school cafeteria, hospital, Social Security office) and the type of work they will do (e.g., food preparer, maintenance, clerical).

The following are to be reviewed with each participant assigned to a Work Experience Component:

- ✓ The Work Experience Component is a GAIN activity that provides actual work experience. Your assignment can be for up to 12 months.
- ✓ Work Experience will provide you with an opportunity to learn or relearn job skills.
- ✓ A Work Experience assignment is a job. You need to be on time, dressed appropriately, and be prepared to work.
- ✓ **Work Experience does not pay a salary.** However, you will continue to receive your CalWORKs grant, Medi-Cal and Food Stamps.
- ✓ You are to look for paid employment while assigned to Work Experience.
- ✓ Work Experience will provide you with an opportunity to learn work behavior skills that employers look for in an employee. Employers want an employee who:
 - Is honest, dependable and cooperates with the supervisor;
 - Is reliable, accepts and handles responsibility;
 - Is on time, willing to learn, shows an interest in the work; and
 - Gets along with co-workers.
- ✓ You are being scheduled for an enrollment interview with the Work Experience provider. He/she has the choice to "hire" you or not. The GAIN Services Worker (GSW/CCM) expects to hear from you on the enrollment date as to whether or not you were hired.
- ✓ The number of hours you must work in a Work Experience activity is determined by the needs of the service provider.
- ✓ The Work Experience assignment will involve close communication with the GSW/CCM and the job site supervisor to identify and resolve problems, to measure progress and to ensure the Work Experience activity is effective and can lead to paid employment.